

WIA COORDINATOR

PURPOSE AND NATURE OF WORK

This is responsible administrative work which involves supervising and coordinating the work of staff in predicting performance trends, interviewing, screening and placement of participants in job training programs. Position is responsible for training counselors, developing policies and procedures, and preparing various reports. Direction is exercised over a small staff of WIA Counselors, Career Information Specialist, and MIS Technician, and position reports to the WIA Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees work of job training counselors and reviews each participant file to make sure needs are being met. Procures equipment and services needed to facilitate training. Participates in the negotiation of classroom training contracts; modifies contracts and revises budgets as necessary. Monitors each contracts' budget, and reviews and approves invoices for payment. Develops methods and procedures for implementing programs. Counsels subordinates on difficult cases. Researches and prepares necessary reports. Maintains contact with other agencies that can provide assistance to program participants. Publicizes the WIA program through speaking engagements at schools and civic organizations. Interprets Federal, State and Local policies, rules and regulations governing the WIA Program and provides guidance to staff members adherence to them.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of WIA rules and regulations.

Considerable knowledge of interviewing and counseling principles, practices and techniques.

Considerable knowledge of educational and vocational training programs available to participants.

Knowledge of social programs and supportive services that may aid participants.

Ability to communicate effectively, to individuals and to groups, both orally and in writing.

Ability to maintain effective working relationships with subordinates, public officials, private and public agencies, and community organizations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college with major course work in psychology, sociology, public relations, communications or related field and considerable experience in employment interviewing, counseling, business administration, teaching or social work; or any equivalent combination of training and experience.